



Request For Quotation

SOLICITATION NO.: R9-8-019

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Arizona Department of Public Safety
2102 W. Encanto Blvd., Ste 340
Phoenix, Arizona 85009
PO Box 6638
Phoenix, AZ 85005-6638
(602) 223-2564

Remote Housing Crawl Space Enclosures & Renovations
Salome Housing Units - Project #B-25001

Quotations will be received until 5:00 P.M. MST on: **December 13, 2007**

RFQ Number: **R9-8-019**

Date Published: **November 27, 2007**

SMALL BUSINESS SUPPLIER QUOTATION – THIS IS NOT A PURCHASE ORDER

Quotations for the materials or services specified herein will be received by the Arizona Department of Public Safety (DPS) Finance Division, 2102 W. Encanto Blvd. P.O. Box 6638 Mail Drop 1330, Phoenix Arizona 85005 until the date and time cited above. Quotations may be Hand Carried, Mailed or faxed (see special instructions section entitled submission of quotations). **Offerors should read this RFQ in its entirety before submitting a quotation along with submitting any and all supplemental information, samples, etc. requested herein for DPS evaluation.**

DELIVERY POINT: Salome, AZ

PROCUREMENT SPECIALIST: Andria Williams

ITEM	DESCRIPTION	TOTAL PRICE
	The Arizona Department of Public Safety is requesting quotes to provide: PROJECT: Remote Housing Crawl Space Enclosures and Renovations LOCATION: DPS Remote Housing Mobile Home Units in Salome, Arizona DESCRIPTION: Provide all labor, materials, services, equipment and permits necessary to enclose and renovate the remote crawl space per Scope of Work, Attachments and Special Terms and Conditions. Arizona State Contractor License # _____ All pricing shall include tax. Pricing shall be shown in both words and figures. In the event of a discrepancy, the amount shown in words shall govern.	
1	BASE BID (Includes total for units M-370, M-371, M-372 & M-378) _____	\$ _____
2	ALTERNATE #1 (Includes installation of roof gutters and downspouts to units M-370, M-371, M-372 & M-378) _____	\$ _____
3	ALTERNATE #2 (Includes installation of 36" wide concrete aprons around perimeter of units M-370, M-371, M-372 & M-378) _____	\$ _____

Offeror to complete this section

Prompt Payment Discount: If payment is made within _____ days after receipt of goods or services, DPS is entitled to a discount of _____% off offered pricing. Should the offeror fail to complete this section DPS Finance will assume that no payment discount is offered. DPS reserves the right, at its sole discretion to make payments within the offered timeframe at the discount rate offered or to make payments in accordance with the States standard payment procedures.



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SPECIAL INSTRUCTIONS TO OFFERORS

(RFQ) Solicitation Order of Precedence: In the event of a conflict in the provisions of this Solicitation, the following shall prevail in the order set forth below:

1. Special Terms and Conditions;
2. Uniform Terms and Conditions (Incorporated herein by reference) - full text version is available for view and download at www.azeps.az/gov in the procurement document section;
3. Statement or Scope of Work;
4. Specifications;
5. Attachments;
6. Exhibits;
7. Special Instructions to Offerors;
8. Uniform Instructions to Offerors (Incorporated herein by reference) - full text version is available for download at www.azeps.az/gov in the procurement document section;
9. Other documents referenced or included in the Solicitation.

Duty to Examine: It is the responsibility of the Offeror to examine the entire solicitation, seek clarification in writing (inquiries), and examine its' Offer for accuracy before submitting a quotation. Lack of care in preparing a quotation shall not be grounds for modifying or withdrawing a quotation after the due date and time, nor shall it give rise to any Contract claim. Any inquiry that results in changes to the Solicitation shall be answered solely through a written Solicitation Amendment. An Offeror may not rely on verbal responses to its inquiries.

Solicitation Contact Person: Inquiries related to this solicitation, including those related to product specifications and/or performance standards shall be directed to the procurement specialist whose name is listed herein or in their absence, designated DPS Finance section personnel. The Offeror shall not contact or direct inquiries concerning this solicitation to other DPS personnel unless specifically instructed herein.

Offerors Business Status: The Offeror should complete the Small, Minority, Woman Owned Business Certification section of the offer and acceptance section contained herein. In the event that this section is not completed, DPS Finance, at its sole discretion may request the information from the offeror. If requested, the offeror shall provide the information within 10 days of notification or as specified in the written request. Failure to provide the information within the stated time frame may result in the quotation being deemed non-responsive and therefore not considered for award.

Submission of Quotations: Quotations may be submitted in a sealed envelope or package with the solicitation number and the offeror's name and address clearly marked or sent via facsimile to (602)-223-2944. Quotations must be in the actual possession of the Arizona DPS, Finance Division, 2102 W. Encanto Blvd. P.O. Box 6638 Mail Drop 1330, Phoenix Arizona 85005 on or prior to the date and time cited on the cover page of the RFQ. Envelopes and packages shall be opened to identify contents if they are not clearly identified.

Questions: Questions pertaining to this solicitation shall be directed to Andria Williams, Procurement Specialist, at 602-223-2564.

Late Quotations: Quotations received after the due date and time specified herein shall not be considered (A.R.S. 41-2533 & A.A.C. R2-7-B307).

Pre Offer Site Visit: Prospective offerors are invited to attend a site visit tour of the service location contained herein on
An Equal Employment Opportunity Agency



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December 4, 2007 at 11:00A.M. MST for the purposes of examining the physical site/work conditions required to ensure the performance of the work is done as specified herein.

Offerors electing to attend the pre offer site visit tour should contact Robert Stephens, DPS Project Coordinator, at (602) 223-2474 **at least three (3) business days in advance of the tour** to accommodate the request.

Opening of Quotations: This is an informal procurement therefore quotations shall not be opened publicly.

Contract Award: The agency chief procurement officer shall award a contract to the small business determined to be most advantageous to the state in accordance with the evaluation factors identified herein. Only a small business shall be awarded a contract unless:

1. The purchase has been unsuccessfully competed under R2-7-D303, including failure to obtain fair and reasonable prices; or
2. The agency Chief Procurement Officer has made a written determination that restricting the purchase to small business is not practical under the circumstances.

- **Small Business Definition:** A for-profit or not-for-profit organization, including its affiliates, with fewer than one hundred full-time employees or gross annual receipts of less than four million dollars for the last complete fiscal year (R2-7-101, paragraph 48).

Small, women- or minority-owned businesses are also encouraged to submit quotations.

- **Minority or Women Owned Business (Definition):** A business that is at least 51% minority and/or women owned.

Evaluation and Award: Unless otherwise provided herein, the owner reserves the right to award the base bid only and may at the owner's discretion, award any combination of alternates that is deemed most advantageous to the owner that in combination with the base bid determines the lowest responsive and responsible offer. Failure to submit a bid for any alternate will not result in rejection of the offer.

Public Record: All quotations submitted in response to this Request for Quotation shall become the property of the state and shall become a matter of public record, subsequent to the award, as provided for by the Arizona Procurement Code.

I.T. 508 Compliance: Any electronic or information technology offered to the State of Arizona under this solicitation shall comply with A.R.S. §41-2531 and 41- §2532 and Section 508 of the Rehabilitation Act of 1973, which requires that employees and members of the public shall have access to and use information technology that is comparable to the access and use by employees and members of the public who are not individuals with disabilities. If the offeror believes that compliance with this requirement poses an Undue Burden, the offeror shall notify the procurement officer in writing at least five days before the offer due date and time.

Federal Immigration Laws, Compliance by State Contractors: By signing the Offer the Offeror warrants that it and all proposed subcontractors are in compliance with Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Offeror shall obtain statements from all proposed subcontractors certifying compliance with this requirements and shall furnish the statements to the Procurement Officer upon request.



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Offshore Performance of Work: Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or 'overhead' services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the offer.

Executive Order 2007-03 Improving Air Quality: By signing the Offer Submittal for, the Offeror agrees to comply with Executive Order 2007-03 as it applies to this project.

Special Considerations: Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the appropriate Procurement Agency. Requests should be made as early as possible to allow time to arrange the accommodation. A person requiring special accommodations may contact the solicitation contact person responsible for this procurement as identified above.



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SPECIAL TERMS AND CONDITIONS

The State's Uniform Terms and Conditions: The States Uniform Terms and Conditions are incorporated herein by reference -full text version is available for view and download at www.azeps.az/gov in the procurement document section.

Eligible Agency: This contract is for the exclusive use of the Arizona Department of Public Safety (DPS).

Contract Type: Firm fixed price one time contract.

Term of the Contract: The term of the resultant contract shall commence on the date of contract award "and continue until final project completion unless terminated, canceled, or extended as otherwise provided herein.

Licensing: All contractors performing work within the State of Arizona shall be properly licensed by the State of Arizona's Registrar of Contractors for Scope of Work which they are contracting.

Permits, Inspections & Code Compliance: The contractor shall be responsible for obtaining all required permits, licenses, inspections as required by any governing authority, Federal, City, County or State regulations. The contractor shall also arrange for all inspections that may be required by any governing authority Federal, City, County or State. All costs associated with compliance to this provision shall be borne by the contractor.

All construction shall conform to all applicable codes where the project is located including but not limited to safety, building, electrical and mechanical codes of the Federal, City, County and State and the requirements and regulations of all other governing agencies having jurisdiction.

Safety Standards: All items and/or services supplied on this contract must comply with the current applicable occupational safety and health standards of the State of Arizona Industrial Commission, The National Electric Code and The National Fire Protection Association standards. Security and safety shall be the responsibility of the General Contractor.

Delivery/Worksite Location: The total lump sum price shall include enclosures, renovations and installations at the worksite located at the DPS Remote Housing Mobile Home Units, Salome Arizona.

Ordering Process: The Arizona Department of Public Safety may procure the specific material and/or service awarded by the issuance of a contract release order/purchase order to the appropriate contractor. The contract release order/purchase order for the awarded material and/or service that cites the contract number specified herein is the only document required by DPS to order and the contractor to deliver the material and/or service. All purchases made under this contract shall not exceed the aggregate total of \$50,000.00 as specified under ARS §41-2535.

Time of Completion: The contractors work shall be substantially/finally completed within 60 days of receipt of a purchase order/contract release order and "Notice to Proceed" from the DPS Project Coordinator.

Billing: All billing notices shall include contractual payment terms, an itemized list of equipment repaired per service and type of test performed as applicable. Items are to be identified by the name, model number, contract number, line item number, and serial number if applicable. Any contract release order issued by the requesting agency shall refer to the contract number and line item number(s). Failure to disclose all offered and accepted prompt payment terms on all invoice



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activities may result in contract cancellation.

Payment: Payment for services rendered under this contract shall be made in arrears. Contractor shall submit an invoice, no later than the tenth day of each month, to the Arizona Department of Public Safety - Finance Section - Mail Drop 1330; P.O. Box 6638, Phoenix, Arizona 85005-6638. The invoice must contain contractor's company name, current Arizona Department of Public Safety purchase order number, contract number and the month/year services were provided. Payments shall be made in accordance with A.R.S. Titles 35 and 41.

Protection of DPS Buildings, Adjacent Structures, Equipment, Grounds and Vegetation: The contractor shall use reasonable care to avoid damaging existing buildings/structures, adjacent buildings/structures, equipment, pavement, walks, concrete slabs, grounds and vegetation at the worksite during the term of the contract. All contractor caused damage shall be repaired or replaced immediately or as mutually agreed upon by the contractor and DPS Facilities Management Bureau. Repairs and/or replacements shall be subject to approval by DPS Facilities Management Bureau. All costs associate with the repair and/or replacement of contractor caused damage shall be borne by the contractor.

Indemnification: Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

Insurance Requirements Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE** - Contractor shall provide coverage with limits of liability not less than those stated below:

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1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

- General Aggregate \$1,000,000
- Products – Completed Operations Aggregate \$ 500,000
- Personal and Advertising Injury \$ 500,000
- Blanket Contractual Liability – Written and Oral \$ 500,000
- Fire Legal Liability \$ 25,000
- Each Occurrence \$ 500,000

- a. The policy shall be endorsed to include the following additional insured language: ***“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor”.***
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$ 500,000

- a. The policy shall be endorsed to include the following additional insured language: ***“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor”.***

3. Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$ 100,000
Disease – Each Employee	\$ 100,000
Disease – Policy Limit	\$ 100,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies are to contain, or be endorsed to contain, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials,

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agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.

2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall not be suspended, voided, cancelled, reduced in coverage, or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to: **(State of Arizona Department Representative's Name and Address)** and shall be sent by certified mail, return receipt requested.

D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to **(State of Arizona Department Representative's Name and Address)**. The State of Arizona project/contract number and project description are to be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

F. **SUBCONTRACTORS:** Contractor's certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall furnish to the State of Arizona separate certificates for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above. Contractor may at its discretion furnish as partial coverage for a subcontractor, certificates with lesser limits of liability than the minimum amounts identified above, provided that Contractor also includes said subcontractor as insured under Contractor's insurance for all amounts exceeding such lesser limits of liability.

G. **APPROVAL:** Any modification or variation from the *insurance requirements* in this Contract must have prior approval from the State of Arizona Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.

H. **EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or



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sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

Illegal/Non-Prescription Drugs, Alcohol and Weapons: Illegal/non-prescription drugs, alcohol and weapons (of any type) are not permitted on Arizona Department of Public Safety property (land or building). Any contractor or contractor employee possessing illegal/non-prescription drugs, alcohol and/or weapons (of any type) on Arizona Department of Public Safety property shall be immediately removed from the property and not be allowed future access.

Federal Immigration Laws, Compliance by State Contractors: By entering into the contract, the contractor warrants compliance with the Federal Immigration and Nationality Act (FINA) and other Federal immigration laws and regulations related to the immigration status of its employees. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the procurement officer upon request. These warranties shall remain in effect through the term of the contract. The contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the contract. I-9 forms are available for download at USCIS.GOV.

The state may request verification of compliance for any contractor or subcontractor performing work under the contract. Should the State suspect or find that the contractor or any of its subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to suspension and/or debarment of the contractor. All cost necessary to verify compliance are the responsibility of the contractor.

I.T. 508 Compliance: Unless specifically authorized in the Contract, any electronic or information technology offered to the State of Arizona under this contract shall comply with A.R.S. §41-2531 and 41- §2532 and Section 508 of the Rehabilitation Act of 1973, which required that employees and members of the public shall have access to and use information technology that is comparable to the access and use by employees and members of the public who are not individuals with disabilities.

Offshore Performance of Work Prohibited: Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or 'overhead' services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

Executive Order 2007-03 Improving Air Quality: The Contractor shall comply with Executive Order 2007-03 as it applies to this project.



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SPECIFICATION SECTION

GENERAL

1. Contractor shall attend a pre-construction meeting at the site prior to starting any construction. Additionally, Contractor shall submit a work schedule and obtain material approvals from DPS Facilities Management Bureau prior to starting work.
2. Contractor shall be responsible for all temporary weather protection and bracing needed during construction.
3. Contractor debris shall be removed on a continuing basis or contained in a dumpster. The work area shall be maintained in a "neat and orderly manner."
4. All work shall be performed by current licensed contractors in compliance with applicable codes, regulations and material manufactures written installation instructions. All new materials and work shall comply with applicable building codes and regulations. Any discrepancies discovered shall be reported immediately in writing to the Department of Public Safety Project Coordinator. The contractor shall be fully responsible for any and all warranty work regardless if the contractor is the manufacturer or not.
5. Contractor expressly warrants that the installation will be free from defects in design, construction, materials and workmanship for a period of twenty-four (24) consecutive months.
6. The Contractor's parking area, worksite access, storage, etc. shall be limited to those areas specifically approved by the DPS Project Coordinator.
7. No utilities shall be turned off without the Arizona DPS Facilities Management Bureau's approval. All requests must be made a minimum of twenty-four (24) hours in advance.
8. Contractor shall keep a properly qualified representative, authorized to act on the contractor's behalf, available on the job site at all times while work under this contract is being performed.
9. Contractor shall verify all measurements in field prior to fabrication.
10. Contractor shall properly compact all earth backfill.



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MATERIALS

The following is a list of minimum materials:

- A. Sidewalk Concrete – Concrete for sidewalks and similar exterior slabs shall be four (4) inch nominal thickness and a minimum of 2500 p.s.i. Base under new concrete shall be properly compacted prior to installation. Slope, finish and scoring shall match existing.
- B. Driveway and Carport Slab Concrete – Concrete for carport slabs shall be four (4) inches nominal thickness and a minimum of 3000 p.s.i., or six (6) inches and a minimum 2500 p.s.i. concrete. Base under new concrete shall be properly compacted prior to installation. Slope, finish and scoring shall match existing adjacent concrete.
- C. Footings – A minimum 2500 p.s.i. concrete shall be used for construction of footings.
- D. Sleeves – Sleeves shall be provided for any existing penetrations of the wall structure and shall be a minimum of schedule 40 PVC.
- E. Forms – If wood forms are used and will not be removed after completion of work, they must be treated to resist termites.



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SCOPE OF WORK

The Scope of Work shall include, but not be limited to the following:

Provide labor and materials for the removal of existing wood, skirting and installation of new replacement skirting walls to limits shown on attached Exhibit 'A' plus related work for existing Arizona Department of Public Safety modular housing units in Salome, Arizona.

Contractor shall be responsible for all necessary local approvals, design, engineering, calculations, specifications, shop drawings and to comply with all applicable building codes and ordinances as required

BASE BID

- A. Engineered skirting wall replacement and related work shall be designed to stop soil migration and water seepage into the crawl space area under the units.
- B. New skirting walls shall be constructed of solid galvanized corrugated steel (or pre-approved equal system and material) secured to existing mobile home perimeter framing and to a continuous reinforced concrete footing or pre-approved base. Contractor shall submit sketches and written description of proposed construction with bid.
- C. The existing crawl space "vent and access" concrete retaining wall enclosures are to be retained and the new skirting walls shall be anchored to the existing enclosure concrete walls. Existing access covers shall also be maintained.
- D. Existing sidewalk, driveway and carport concrete slabs and adjoining skirting shall be maintained.
- E. The existing front entry door exterior concrete landing is to be removed for replacement of skirting in that area and replaced after the new skirting is in place.
- F. Install new ¾" diameter schedule 40 PVC drain line from existing air conditioning condensate line out to new exterior sub soil drain. See Attachment 4 "Condensate Drain Detail".

ALTERNATE NO. 1

Install pre-finished aluminum roof gutters and downspouts at both front and rear of existing remote housing units. Extend downspout discharge to a point a minimum of four (4) feet away from structure.

ALTERNATE NO. 2

Install a 36" wide x 4" thick concrete apron continuous around the perimeter of the building at all areas where there is presently no existing concrete carport, patio, etc.



Request For Quotation

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Remote Housing Crawl Space Enclosures & Renovations
Salome Housing Units - Project #B-25001

ATTACHMENTS

ATTACHMENTS AND DETAIL NOTE LEGENDS

The following attachments and detail note legends are provided as reference only and may or may not be drawn to scale:

Attachment 1 – Site location map

Attachment 2 – Alternate No. 1 and Alternate No. 2 (Plan ASD #1)

Attachment 3 – Detail Cross Section of New Engineered Skirting Wall (Plan ASD #2)

Detail Note Legend

1. Existing mobile home. Re-level complete unit before installing new “engineered skirting” system.
2. Remove existing plywood skirting at all areas except at carport and patio concrete slabs. At carport-patio areas and wherever else we are not installing new perimeter skirting remove the existing exposed area of the old skirting and replace same with new painted ½” cement board trim.
3. Existing grade under mobile home, depth varies.
4. Excavate around existing mobile home for installation of new perimeter “engineered skirting” system except at crawl space access, carport and patio and concrete slabs.
5. Install new perimeter concrete footer for new perimeter skirting complete with 2-#4 continuous reinforcing rods. Lap the reinforcing rods a minimum of 24” at all laps.
6. Provide continuous wood blocking if required to facilitate installation of new skirting system.
7. Install new “engineered skirting” (“PermaRock Achorpanel” system or pre-approved equal) except at carport-patio slab areas and crawl space access/vent ports.
8. Install ½” thick painted cement board trim all around the perimeter of the existing structure from the top elevation of existing old skirting down to minimum 8” below finished grade or top of existing concrete slab. Install painted trim at transition from mobile home siding to trim board. Caulk as required to create a water proof joint.
9. Compact backfill against new skirting. New finish grade to be constant, smooth and at approximately same elevation as original grade was at wall line. Slope finish grade down a minimum of 4” at 5’ out from skirting wall line.

Attachment 4 – Condensate Drain Detail (Plan ASD #3)

Detail Note Legend

1. Existing mobile home.
2. New skirting per base bid.
3. Install new ¾” diameter Schedule 40 PVC drain line. Extend and connect to existing mobile home air conditioning condensate drain line/drain pan. Slope and support as required for positive drainage. Extend new drain line out to new 4” diameter drain sump (see note #5). Provide clean out fittings as required. Set drain minimum of 4” below grade.
4. Install ¾” diameter OVC “T” fro drain discharge, friction fit only.
5. Install 4” diameter (minimum) perforated Schedule 40 drain pipe x 48” long. Set drywell pipe in stone filled hole.
6. Install removable threaded cap on 4” diameter perforated drain pipe.
7. Existing finish grade.



STATE OF ARIZONA
DEPARTMENT OF PUBLIC SAFETY
ATTACHMENT

SOLICITATION NO. _____

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ATTACHMENT #1



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ATTACHMENT

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SOLICITATION NO. _____

ATTACHMENT #2
PLAN #ASD-1

NEW CONC. APRON AROUND HOME
ADD ALTERNATE NO. 2

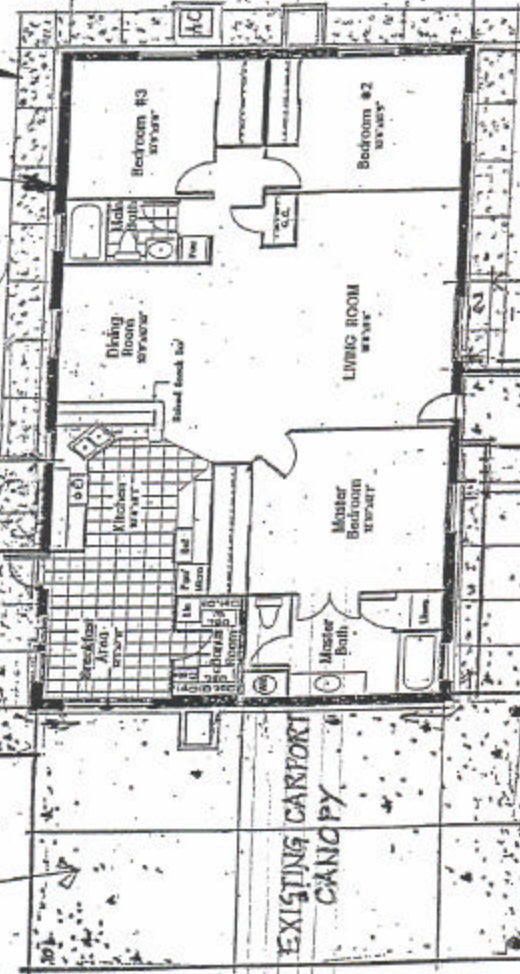
NEW GUTTERS & DOWNSPOUTS
BOTH SIDES OF HOME
ADD ALTERNATE NO. 1

EXISTING
CONC.
SLABS

EXISTING CARPORT
CANOPY

FOR REFERENCE ONLY

TYPICAL RESIDENCE FLOOR PLAN





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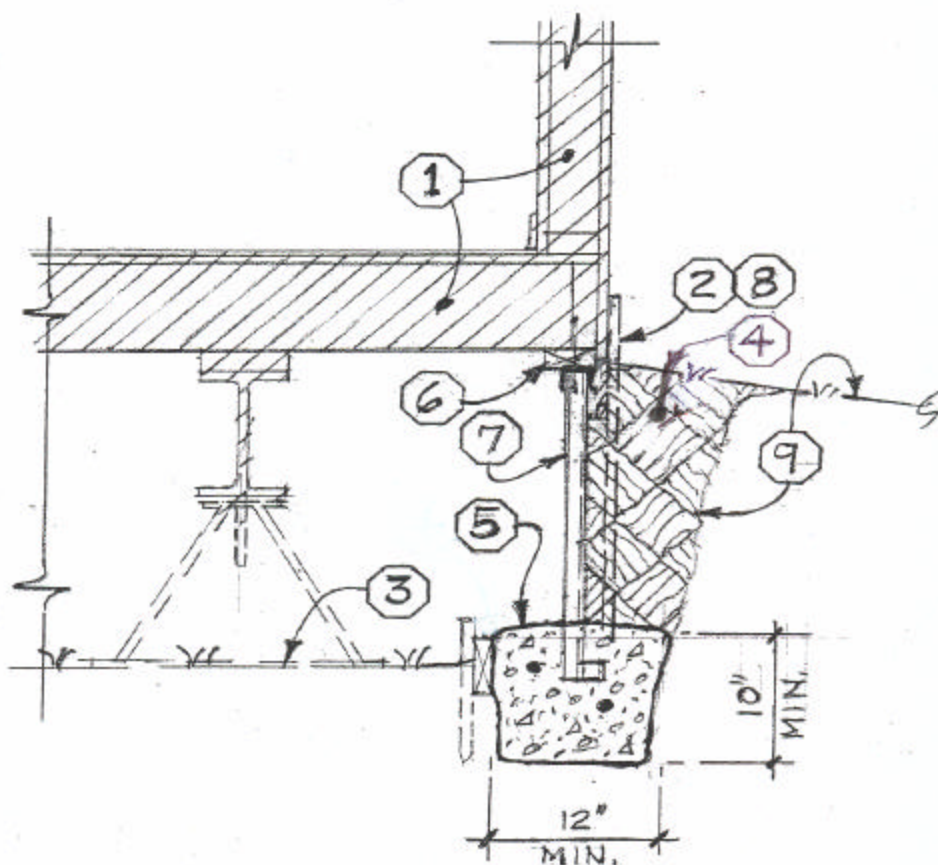
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SOLICITATION NO. _____

ATTACHMENT #3

DETAIL #ASD-2



DETAIL CROSS SECTION OF NEW
ENGINEERED SKIRTING WALL



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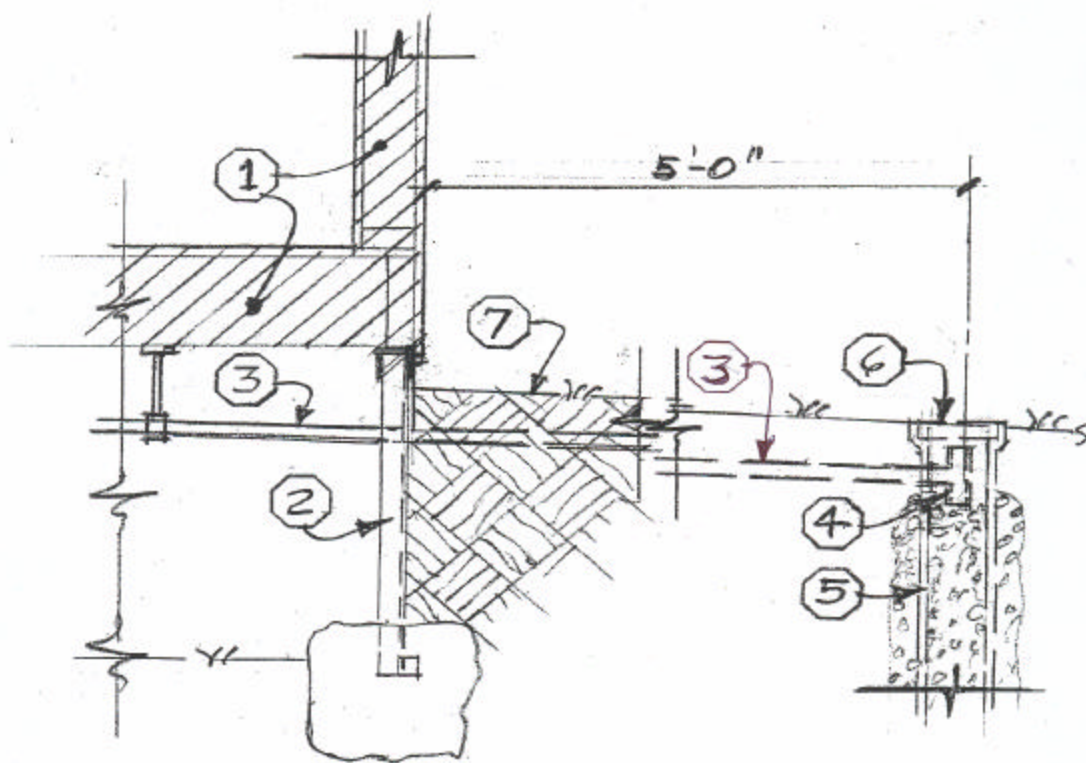
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SOLICITATION NO. _____

ATTACHMENT #4

DETAIL # ASD-3



CONDENSATE DRAIN DETAIL



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Remote Housing Crawl Space Enclosures & Renovations
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Offer & Acceptance Small, Minority, Woman Owned Business Certification Form

This procurement is being issued in accordance with the requirements established under A.R.S. §41-2535, applicable administrative rules and Governor's Executive Order No. 2004-29

In accordance with A.R.S. §41-2535, paragraph B: Any procurement which does not exceed the aggregate dollar amount of less than fifty thousand dollars shall be restricted, if practicable, to small businesses as defined in rules adopted by the director.

Arizona Administrative Rule (A.A.C.) R2-7-101, Definitions, Paragraph 48 defines "Small Business" as a for-profit or not-for-profit organization, including its affiliates, with fewer than one hundred full-time employees or gross annual receipts of less than four million dollars for the last complete fiscal year.

Minority or Women Owned Businesses are those defined as: A business that is at least 51% minority and/or women owned.

Offeror shall certify its business status by checking the applicable box/category listed below

<input type="checkbox"/> Small Business	<input type="checkbox"/> Woman Owned Business	<input type="checkbox"/> Small, Woman Owned Business
<input type="checkbox"/> Small Business, African American Owned	<input type="checkbox"/> Woman Owned Business, African American	<input type="checkbox"/> Small, Woman Owned Business, African American
<input type="checkbox"/> Small Business, Asian Owned	<input type="checkbox"/> Woman Owned Business, Asian	<input type="checkbox"/> Small, Woman Owned Business, Asian
<input type="checkbox"/> Small Business, Hispanic Owned	<input type="checkbox"/> Woman Owned Business, Hispanic	<input type="checkbox"/> Small, Woman Owned Business, Hispanic
<input type="checkbox"/> Small Business, Native American Owned	<input type="checkbox"/> Woman Owned Business, Native American	<input type="checkbox"/> Small, Woman Owned Business, Native American
<input type="checkbox"/> Small Business, Other Owned	<input type="checkbox"/> Woman Owned Business, Other	<input type="checkbox"/> Small, Woman Owned Business, Other
<input type="checkbox"/> Minority, African American Owned Business		
<input type="checkbox"/> Minority, Asian Owned Business		
<input type="checkbox"/> Minority, Hispanic Owned Business		<input type="checkbox"/> Non-Profit Organization
<input type="checkbox"/> Minority, Native American Owned Business		<input type="checkbox"/> Disabled Owned Business
<input type="checkbox"/> Minority Owned Business, Other		<input type="checkbox"/> Non-Small, Non-Minority, Non-Woman Owned

TO THE ARIZONA DEPARTMENT OF PUBLIC SAFETY: The undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the solicitation & certifies its business status as one of the above.

Company Name

Date:

Address

City, State, Zip

Name of company personnel authorized to sign offer

Printed Name/Title:

Signature:

Federal Tax ID No.

Federal Employer Identification Number

Phone No:

Facsimile No.

E-Mail Address

ACCEPTANCE OF OFFER

The Offer is hereby accepted. The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State. This contract shall henceforth be referred to as Contract No. _____. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

State of Arizona

Awarded this

day of

Year



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Remote Housing Crawl Space Enclosures & Renovations
Salome Housing Units - Project #B-25001

DPS Chief Procurement Officer or Authorized Designee

Certificate of Insurance

PRODUCER	COMPANIES AFFORDING COVERAGE	CURRENT A.M. BEST RATING
	A	
	B	
	C	
	D	

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	(,000)
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT. <input type="checkbox"/> PER PROJECT PRODUCT/COMPLETED OPERATIONS				GENERAL AGGREGATE PRODUCTS -COMP/OP AGG. PERSONAL & ADV. INJURY EACH OCCURRENCE FIRE DAMAGE(ANY ONE FIRE) MED.EXPENSE(ANY ONE PERSON)	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY				COMBINED SINGLE LIMIT BODILY INJURY (PER PERSON) BODILY INJURY (PER ACCIDENT) PROPERTY DAMAGE	\$ _____ \$ _____ \$ _____ \$ _____
	PROFESSIONAL LIABILITY <input type="checkbox"/> TYPE _____ <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCURRENCE				EACH OCCURRENCE AGGREGATE	\$ _____ \$ _____
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE AGGREGATE	\$ _____ \$ _____
	WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY				STATUTORY LIMITS EACH ACCIDENT DISEASE-POLICY LIMIT DISEASE-EACH EMPLOYEE	\$ _____ \$ _____ \$ _____
	BUILDERS RISK					
	OTHER:					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS:

STATE OF ARIZONA AND THE STATE AGENCY NAMED BELOW ARE ADDED AS ADDITIONAL INSUREDS. IT IS AGREED THAT COVERAGES AFFORDED UNDER THE POLICIES CERTIFIED IN THIS CERTIFICATE SHALL BE PRIMARY AND ANY INSURANCE OR SELF-INSURANCE PROGRAM CARRIED BY THE STATE OR ANY OF ITS AGENCIES, BOARDS, DEPARTMENTS OR COMMISSIONS SHALL BE EXCESS AND NOT CONTRIBUTORY INSURANCE TO THAT PROVIDED BY THE NAMED INSURED.

IT IS FURTHER AGREED THAT NO POLICY SHALL EXPIRE, BE CANCELED OR MATERIALLY CHANGED TO AFFECT THE COVERAGE AVAILABLE TO THE STATE WITHOUT THIRTY (30) DAYS WRITTEN NOTICE TO THE STATE. THIS CERTIFICATE IS NOT VALID UNLESS COUNTERSIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY.

CERTIFICATE HOLDER/ADDITIONAL INSURED	AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY
State of Arizona Arizona Department of Public Safety P.O. Box 6638 - MD 1330 Phoenix, Arizona 85005-6638 ATTN: Andria Williams	SIGNATURE _____ DATE: _____



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End of Solicitation R9-8-019

